



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### International Consultant to conduct an assessment utilizing the UNODC Toolkit: Trafficking in Persons for Organ Removal

**Date:** 08 February 2018

**Reference No.:** UNDP/PN/10/2018

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**Country:** Nepal

**Description of the assignment:** As per the Terms of Reference (ToR) – **Annex 1**

**Project/Agency name:** United Nations Office on Drugs and Crime (UNODC)

**Period of assignment/services (if applicable):** 35 working days from March to August 2018

**No. of Consultant Required:** 1 (one)

**Duty Station:** Home based and travel as and when required

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/10/2018 – International/National Consultant – to conduct assessment utilizing the UNODC Assessment Toolkit: Trafficking in Persons for Organ Removal)**, UN House, Pulchowk, Lalitpur, Nepal by email to [procurement.np@undp.org](mailto:procurement.np@undp.org) no later than **5:00PM on 19 February 2018**. Proposals received after the deadline shall not be considered.

Written inquiries must be submitted to the email: [query.procurement.np@undp.org](mailto:query.procurement.np@undp.org) mentioning Procurement Notice Ref: UNDP/PN/10/2018 (UG), on or before 12:00 Noon, 12 February 2018. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

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## **1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK**

As per the Terms of Reference (Annex I).

## **2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Education and experience:**

- Advanced University degree in Social Sciences, International Relations, Law, Economics, International Development or other relevant degree and/or equivalent of 7 years' experience working on countering trafficking in persons for organ removal, including identifying and working with victims.

### **II. Other competencies:**

- Proven expertise and knowledge of International Standards and Guidelines
- Experience in the usage of computers and office software packages (MS Word, Excel, Power point etc.).
- Excellent writing, editing, and oral communication skills in English

### 3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

#### 1. Proposal:

To be included as part of the proposal:

- A cover letter explaining your suitability for the work (300 words or under);
- A brief methodology on how you will approach and conduct the work (1000 words or under)

#### 2. Financial proposal:

Financial Proposal indicating a lumpsum fee. Please see section 5. GUIDANCE FOR FINANCIAL PROPOSAL.

#### 3. UN Personnel History (P11) Form (attached as Annex III).

#### Note:

- a. Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy;
- b. The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP).
- c. Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

### 4. GUIDANCE FOR FINANCIAL PROPOSAL

#### • Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel;

Travel as required will be discussed with and agreed upon with UNODC and all travel related cost (lodging and terminal ) will be borne as per UN rules and regulations. In general, UNDP does not accept travel costs exceeding those of an economy class ticket. Should the IC wishes to travel on a higher class he/she should do so using their own resources.

#### 4. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

##### **Cumulative analysis**

*When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*

- a) responsive/compliant/acceptable, and*
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

*\* Technical Criteria weight; 70%*

*\* Financial Criteria weight; 30%*

**Only candidates obtaining a minimum of 49 points (70%) in the technical evaluation would be considered for the Financial Evaluation.**

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical</u></b>	70%	70
<b>Criterion A:</b> <ul style="list-style-type: none"><li>• Demonstrate knowledge on Human Trafficking for organ removal issues, Human Rights and UN human rights mechanisms/instruments (through at least 2 assignments)</li></ul>	35%	35
<b>Criterion B:</b> <ul style="list-style-type: none"><li>• Methodology, activities, Work plan, Team composition/experience and skills</li></ul>	35%	35
<b><u>Financial</u></b>		
<ul style="list-style-type: none"><li>• Lowest financial proposal</li></ul>	30%	30

**Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical).** The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

\* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% in technical evaluation.

**\* The method of evaluation is a desk review of P11. Please highlight in the P11 form major report you have prepared.**

**ANNEX**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONSULTANT**

**ANNEX 3-P11 Form**

**ANNEX 4- Confirmation of Interest and Submission of Financial Proposal**

## **Annex I**

### **Terms of Reference (TOR)**

**Project Title:** Global Action against Trafficking in Persons and Smuggling of Migrants (GLOZ67)

**Organization:** United Nations Office on Drugs and Crime (UNODC)

**Duty Station:** Home based and travel as required

**Duration:** Six working months from March 2018 – August 2018

**Type of Contract:** Contract under IC modality

#### **Background:**

GLO.ACT is a four-year (2015-2019) joint initiative by the European Union (EU) and UNODC being implemented in partnership with the International Organization for Migration (IOM) and the United Nations Children's Fund (UNICEF). GLO.ACT aims to provide assistance to governmental authorities and civil society organizations across 13 strategically selected countries: Belarus, Brazil, Colombia, Egypt, Kyrgyzstan, Lao PDR, Mali, Morocco, Nepal, Niger, Pakistan, South Africa, Ukraine. It will do this by supporting the development of more effective responses to trafficking and smuggling, including providing assistance to victims of trafficking and vulnerable migrants through the strengthening of identification, referral, and direct support mechanisms.

As a part of this project, a needs and gaps assessment was conducted in April 2016 to identify opportunities that would assist the Government of Nepal to strengthen its response to addressing TIP and SOM. This report has set out a set of recommendations and an implementation plan for this project.

Based on the recommendations the reported prevalence of trafficking in persons for organ removal identified during the GLO.ACT needs and gap assessment as well as in subsequent workshop with police, health professionals and civil society in Kathmandu on 2-3 August 2017, GLO.ACT will conduct an assessment on TIP for organ removal in Nepal. This will also be an opportunity to pilot UNODC's Assessment Toolkit for Trafficking in Persons for Organ Removal, which includes detailed questionnaires for relevant stakeholders.

### **Expected Outcomes:**

The purpose of this call for proposal/consultant is to conduct an assessment utilizing the UNODC Assessment Toolkit: Trafficking in Persons for Organ Removal, the consultant will conduct research and field work to determine the following:

- Assistance and protection measures in place for victims of trafficking in persons for organ removal (including immediate assistance needs for victims)
- Assessment of screening procedures in Nepal for kidney donation, including full and informed consent
- Legislative and policy assessment on TIP for organ removal
- Assessment of criminal justice sector response - interviews with law enforcement, prosecutors and judiciary
- Assessment of medical and health care professionals and staff to ascertain factors which increase risk of TIP for organ removal, and identify areas for future collaboration/cooperation
- Interviews with civil society, social and NGO workers
- Assessment with embassy and consulate staff in India.

**(c) Scope of work and expected outputs / deliverables:** The scope of work and expected outputs/deliverables will be the following:

- Detailed research plan and schedule, including selected pilot regions for fieldwork, and List of stakeholders to be interviewed; - 2 days
- Fieldwork research in selected pilot regions – 15 days
  - Central Region (Kavre, Sindhupalchowk, Makwanpur, Kathmandu Valley)
  - Eastern Region (Sunsari, Morang, Jhapa)
  - Mid and Far West (Bardiya)
- Drafting of Assessment Report of approximately 50 pages, - 12 days - including summary of findings, as well as recommendations on
  - prevention;
  - legislation and policy;
  - regulation and monitoring;
  - detection, investigation, prosecution and adjudication;
  - protection and assistance of victims;
  - cooperation and coordination;
  - data collection and research.
- Presentation of findings and analysis at a 2 day validation workshop with relevant stakeholders in Kathmandu, including revising text with additional inputs/considerations from participants. - 2 days

- Final draft of report to be submitted to GLO.ACT. - 3 days

**Total - 35 days**

(d) **Timeframe and payment schedule:** This assignment is for an Individual for a period of 6 months from March 2018 – August 2018.

- 20% on signing of contract and submission of detailed work plan, proposed methodology
- 40% on completion of fieldwork and submission of 1<sup>st</sup> draft
- 40% on finalization and presentation of findings and analysis

(e) Criteria for selection:

**International Team Leader:**

- Advanced University degree in Social Sciences, International Relations, Law, Economics, International Development or other relevant degree and/or equivalent of 7 years' experience working on countering trafficking in persons for organ removal, including identifying and working with victims;
- Proven expertise and knowledge of International Standards and Guidelines
- Experience in the usage of computers and office software packages (MS Word, Excel, Power point etc).
- Excellent writing, editing, and oral communication skills in English

*Required travel as per the TOR will be directly borne by UNODC (not to be included in this proposal)*

**Evaluation Criteria**

**Technical Proposal (70%) – Total 70 marks**

- Demonstrate knowledge on Human Trafficking for organ removal issues, Human Rights and UN human rights mechanisms/instruments (through at least 2 assignments) - (35 Marks)
- Methodology, activities, Work plan, Team composition/ experience and skills - (35 Marks)
- Financial Proposal (30%) - 30 marks